

# BOARD OF SUPERVISORS

## Brown County



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### EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, John Vander Leest, Patrick Evans  
Bernie Erickson, Patrick Buckley

#### EXECUTIVE COMMITTEE

Thursday, August 8, 2013

6:00 p.m.

Room 200, Northern Building  
305 E. Walnut Street

**\*\*PLEASE NOTE DATE AND TIME\*\***

**\*\*REVISED AGENDA\*\***

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of July 8, 2013.

#### Comments from the Public

#### Communications

1. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Motion at July meeting: Refer to staff for further information.*
2. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Motion at July meeting: To refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area.*
- 2a. Communication from Supervisor Hopp re: Discussion, formulation, and adoption of a resolution of Brown County, PROHIBITING any Brown County Agency, Department, Staff Member, or Independent Agency doing business on behalf of Brown County, from participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies, or representatives, with the implementation (aka "roll out") of the Patient Protection and Affordable Care Act (P.L. 111-148), signed March 23, 2010, as amended by the Health Care and Education Reconciliation Act, signed March 31, 2010 also referred to as the Affordable Care Act (ACA). This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education. Furthermore, the USE, of any equipment owned, controlled or operated by Brown County for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited. Furthermore the USE, of any facilities owned, controlled or operated by Brown County, for non-

mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1500 per hour plus maintenance costs.

**Vacant Budgeted Positions (Request to Fill)**

3. Corporation Counsel – Assistant Corporation Counsel (Vacated 09/05/13).
4. Human Services – Social Worker/Case Manager (Behavior Health Specialist) (Vacated 7/19/13).
5. Human Services – Contract & Quality Analyst (Vacated 6/13).
6. Human Services – Director of Community Programs (Vacated 7/17/13).
7. Human Services – Economic Support Specialist (x3) (Vacated 7/11/13, 7/22/13 and 7/22/13).
8. Human Services – Social Worker Supervisor (Child Protection Services) (Vacated 9/3/13).
- 8a. Airport – Housekeeper (Vacated 7/31/13)/

**Legal Bills**

9. Review and Possible Action on Legal Bills to be paid.

**Reports**

10. **County Executive Report.**
11. **Internal Auditor Report.**
  - a) Budget Status Financial Report for June, 2013.
  - b) 2014 Budget – County Board.

**Resolutions, Ordinances**

12. Resolution Adopting Brown County's 2014 Five-year Capital Improvement Plan.
13. Initial Resolution Authorizing the Issuance of Not to Exceed \$1,990,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.
14. Initial Resolution Authorizing the Issuance of Not to Exceed \$3,940,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.
15. Initial Resolution Authorization the Issuance of Not to Exceed \$9,190,000 Taxable General Obligation Refunding Bonds of Brown County, Wisconsin.
16. Resolution Regarding Change in Table of Organization Child Support Agency Child Support Specialist – Enforcement.
17. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
18. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
19. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
20. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
21. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
22. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
23. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).
24. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
25. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
26. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
27. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).

28. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS)
29. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

**Closed Session**

30. Labor Relations and Negotiations; Update on Prohibited Practice Hearing.
  - a) Closed Session pursuant to Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - b) Closed session pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.

**Other**

31. Discussion re: Additional content on County Board website including biographical data and functions of standing committees.
32. Such other matters as authorized by law.
33. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, July 8, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Chair Lund, Supervisor Buckley, Supervisor Evans, Supervisor Moynihan, Supervisor Fewell, Supervisor VanderLeest, Supervisor Erickson

**Also Present:** Dan Process, Brent Miller, Supervisor La Violette, Cullen Peltier, Tom Smith, Maria Lasecki, Juliana Ruenzel, Troy Streckenbach, Dean Haen, Dale Schmidt, Supervisor Sieber, Judy Friederichs, Supervisor Landwehr, Jeremy Kral, other interested parties.

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**I. Call meeting to order.**

The meeting was called to order by Chair Thomas Lund at 5:30 p.m.

**II. Approve/modify agenda.**

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**III. Approve/modify Minutes of June 10, 2013.**

Motion made by Supervisor Evans, seconded by Supervisor Fewell to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**1. Review Minutes of:**

a) **Brown County LEAN Steering Committee (May 2, 2013).**

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file.  
Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None

**Vacant Budgeted Positions (Request to Fill)**

2. Child Support – Clerk/Typist II – Vacated 4/1/13.
3. Child Support – Child Support Clerk – Vacated 7/8/13.
4. Circuit Court – Judicial Assistant – 7/2/13.
5. Corporation Counsel – Assistant Corporation Counsel (Part-time) – Vacated 7/15/13.
6. District Attorney – Legal Assistant II – Vacated 6/28/13.
7. Health – Nurse Manager (Maternal Child Health) – Vacated 7/12/13.
8. Health – Office Manager II – Vacated 8/1/13. (?)
9. Information Services – Programmer/Analyst II – Vacated 5/28/13.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules and take Items 2 – 9 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Fewell, seconded by Supervisor Evans to approve Items 2 – 9.  
Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Communications**

10. **Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Held for one month.***

Supervisor LaViolette addressed her communication stating she would like county employees identified by their position if they are potentially affected by step increases. She indicated that if one group is given raises, all should be given raises and she would like to know that cost. She indicated this came about because of a recent vote to give step increases to employees at the jail.

When asked if Administration is already working on this issue, County Executive Streckenbach replied they are reviewing some type of compensation and are hopeful to have a proposal in the budget cycle. He pointed out, however, any compensation would be dependent on the budget and what money may be available.

Streckenbach also noted that previous union contract language is being reviewed to determine when eligible employees would get an increase via the step system. He indicated that whether through the comp plan or through the 2014 budget, the intention is to give compensation in the next year.

*(Supervisor VanderLeest arrived at 5:37p.m.)*

Supervisor LaViolette clarified she did not want to impose a workload on the county but would like to see follow through with all employees that may be eligible for increases. She indicated that she would support the Committee's intention.

Supervisor Fewell stated it is his understanding that increases would be taken into consideration in class and comp. Erickson noted there is a small task force addressing the issue at this time and a future meeting is planned. With that in mind, he suggested the matter be received. Executive Streckenbach added that options will be presented to the Board when compiled.

Supervisor LaViolette indicated she would prefer the matter be referred to staff for further information.

*(Supervisor Buckley arrived at 5:41 p.m.)*

**Motion made by Supervisor VanderLeest, seconded by Supervisor Erickson to refer to staff for further information. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Communication from Supervisor La Violette re: re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Referred from June County Board.***

Supervisor LaViolette stated that she was very impressed with the swift decisive action taken by the area school district when they adopted a zero based tolerance policy for bullying. She pointed out how bullying can destroy self- esteem and can have a life long effect on the victim. She indicated she would like government to follow the example of the school district, suggesting that the County Board approve a resolution also proposing zero tolerance for bullying in the community.

Supervisor Moynihan asked if there is presently an ordinance in place which would address this issue, pointing out he was aware of the County's harassment policy.

Executive Streckenbach questioned if the purpose of this resolution is to cover county government operations including staff, County Board, Executive's office, etc, and Supervisor VanderLeest pointed out language should not be too narrow to discipline employees if they are not performing to the level necessary. He noted that attempts at trying to improve performance of employees could turn into allegations of bullying.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Communication from Supervisor Erickson re: Have the County look into the idea of having our own clinic for our employees on the County medical insurance. *Referred from June County Board.***

Supervisor Erickson suggested that the idea of the County having their own employee clinic be considered, stating he is aware this is being done at the Green Bay School District. He indicated that minor illnesses, if handled this way, could save money on insurance costs. Erickson stated he has contact names, volunteering to work on the project himself and bring back his findings in 30 days.

Supervisor Moynihan asked about startup costs and Supervisor Fewell indicated the idea has been discussed by the Administration Committee and various models have been addressed.

Supervisor VanderLeest pointed out that this practice occurs in the private sector and has been found to reduce costs and save dollars. He agrees to further research and discussion before the budget is finalized this Fall.

Executive Streckenbach noted that the proposal by Supervisor Erickson is a great concept, noting that the overall impact of health insurance claims is about \$20.5 million annually and anticipated to rise significantly in the next five years. He reported that he attended a presentation in Stevens Point recently whereby every September each employee is required to have a health risk assessment, then are coached on how to improve their stats, being rated again the next year to determine their contribution for insurance premiums. He questioned whether an option would be to partner with the Green Bay School District.

**Motion made by Supervisor Erickson, seconded by Supervisor Buckley to refer to staff to evaluate a possible onsite medical clinic and association costs and report back within 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Legal Bills

13. **Review and Possible Action on Legal Bills to be paid.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Reports

14. **County Executive Report.**

Streckenbach reported that he has presented the departments with their levy targets, stating that not surprisingly, the budget he has brought forward has a frozen levy. He stated this will be the 6th year in a row that equalized value has decreased and the 4<sup>th</sup> year that it's been negative. He indicated that challenges with the overall economy are still an issue and it is necessary to be mindful of this when making budget decisions.

Supervisor Buckley asked if it would be beneficial to look at municipalities who continue to take property off the tax rolls. Streckenbach indicated that it would be worthwhile look at and it's certainly something he'd be happy to task with the finance department. The equalized value report does tell how each individual municipality has performed and what is happening. Streckenbach indicated that he intends to begin preparation of a five year fiscal plan.

Supervisor VanderLeest expressed concern with healthcare costs and the implementation of Obamacare, asking it if would it be wise to have a discussion or task force to discuss what can be done to minimize and improve how we handle Obamacare changes. Streckenbach indicated that federal legislation dictates how they can move forward, although pointed out that how employees take care of themselves will have an impact on overall insurance costs. He has asked that HR include such information when giving committee reports.

**Motion made by Supervisor VanderLeest, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**15. Internal Auditor Report.**

**a) Budget Status Financial Report for May, 2013.**

**Motion made by Supervisor Fewell, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**b) Quarterly Status Update.**

Internal Auditor, Dan Process addressed his Quarterly Status Update covering April 1 to June 30, 2013. The projects completed or in progress during the second quarter include the following:

- Bank Reconciliation Review – Completed April 2013
- Request for Appeals – Completed June 2013
- Monetary Receipts, Disbursements, and Deposits - NEW Zoo – In progress
- Standard Monthly Duties
- Standard Quarterly Duties

When asked by Supervisor Erickson the reason for denial on the Requests for Appeals, Process reported Imnicare, Inc. and Salvage Heaven, Inc. were denied in June 2013 as the information provided did not meet the necessary criteria.

**Motion made by Supervisor Fewell, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resolutions, Ordinances**

**16. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications.**

Cullen Peltier, Public Safety Communications Director, explained that the HR Department in conjunction with himself have evaluated the structure and needs of the department and support the addition of a 1.00 FTE Assistant Director of the department. It is recommended the position be maintained in Pay Grade 24 of the Administrative Class and Comp Plan and that the Table of Organization be amended to delete a .25 FTE Communications Manager and that a .75 FTE salary adjustment be made to offset the addition of a 1.00 FTE Assistant Director. This position will be retroactive to April 1, 2013 at an hourly rate of \$28.42.

When asked by Supervisor Erickson if the description for a Communications Manager was similar to that presented in March, Mr. Peltier replied it has been changed from the initial position by point

factor and from a Grade 22 to 24. Supervisor VanderLeest asked if a Bachelor's Degree is required and Mr. Peltier indicated it is as the individual will be in a supervisory role.

Executive Streckenbach indicated it is important to manage turnover with the national average at 20-25%. It is Brown County's goal is to keep turnover at 12 to 15%. If turnover is managed and there is a focus on training, he expects a savings in overtime. When asked by Supervisor Erickson how the salary increase will be handled, Streckenbach indicated that the levy target will not be increased, that he expects that this position, along with the changes being made will result in efficiencies which save dollars.

As the goal is to have someone who can step up in the absence of the Director, Supervisor VanderLeest pointed out a need to have an individual who can work through issues in crisis situations and who can improve employee morale. He recommended that this search be done nationally so that the best person be found.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Buckley to approve. ]**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Resolution re: Reorganization of the Port and Solid Waste Department.**

At the request of the Director of Port & Solid Waste, the Human Resources Department has reviewed the department's structure. The current Table of Organization includes a Director of Port & Solid Waste, a Port Manager (currently vacant) a Facility Manager, 2 Solid Waste Technicians, an Account Clerk, a Scale Operator, 3 Household Hazardous Waste Facility Aides, and a Clerk Typist II. After an evaluation of the department structure and needs, HR has determined the current structure to be inflexible and does not create teamwork.

HR in conjunction with the Director recommend that the Port Manager, Facility Manager, Scale Operators, the 2 Household Hazardous Waste Aids, and the Account Clerk I positions be deleted and replaced with a Business Development Manager, an Operations Manager, 5 Resource Recovery Associates, 1 account Clerk, and a .42 Clerk/Typist II.

HR has suggested that the department be renamed from the Solid Waste Department to Port & Resource Recovery to better reflect the department's current activities, updated technology, current focus and strategic intent, and that the Director's title be changed to Director of Port & Resource Recovery.

Discussion by the committee resulted in Supervisor Erickson pointing out that this plan saves approximately \$8,000 this year and there will be more savings next year, that it allows for cross training of individuals, and that he supports the reorganization.

Supervisor Buckley expressed concerns with the Class Comp plan and with employees keeping their jobs and getting expected increases. Tom Smith indicated some employees may have to reapply and meet qualifications, although he noted that with the exception of two new positions, positions are basically cost neutral. Buckley also had questions related to changes of duties which were addressed by Director Dean Haen who noted that one individual who has gone back to school and received an accounting degree will now have more work and be eligible for a higher wage. Buckley asked that in the future HR send current job descriptions to compare with the new.

Supervisor Evans addressed the duties of the Business Development Manager and Mr. Haen explained that this individual will go out and talk to manufacturers so that they are aware of the opportunities the Port can provide both inbound and outbound.



Further discussion and concerns resulted in Executive Streckenbach explaining the challenges involved for the department to find a way to do what is necessary without increasing resources. This department has recognized waste as a major opportunity for the county and a second shift with Outagamie County will be starting in order to generate more revenue for long term sustainability.

As the goal is for more economic development, Supervisor VanderLeest suggested that this item be brought back in six months for review. Supervisor Erickson informed the committee that reports from this department come to the Solid Waste Board and Harbor Commission, and collectively to Planning, Development & Transportation.

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**18. Changes in Short-Term Disability Plans.**

Brent Miller referred to the Short-Term and Long-Term Disability Plan as provided in packet material, explaining that Brown County provides its employees this benefit which includes FMLA, worker's comp, etc. He highlighted the current plan, market data, and recommended changes. He pointed out that departments are charged for the first two weeks (use of accrued benefits for waiting period and benefit days). The Short Term Disability fund is charged with the balance. The cost savings of \$230,000 will be in both the department budgets and the Short-Term Disability Fund. Added benefits will include a \$25,000 reasonable accommodation benefit, lifetime security benefits, a return to work incentive, along with an Employee Assistance Program.

Supervisor VanderLeest stated that benefit to employees is self-funded, indicating that he found the market data accurate and similar to what the private sector is doing. Questions and other comments related to the number of casual days and personal days.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to approve the proposed changes to the Short-Term Disability Plan. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**19. Changes in Health Insurance Plan.**

Mr. Miller referred to packet material, explaining that the Brown County health insurance plan is self-funded. It is the fastest growing cost in the county. Premium increases have not gone up in three years and the deductible has not been raised. The market is expecting health care costs to increase at least 10% or \$1.58 million. There are requirements of the Affordable Healthcare Act that impact the cost of the health insurance plan. Although this is a high deductible plan, the deductible has been funded using the fund balance that had accumulated in years past plus wellness incentives. Deductible funding and wellness incentives allowed for a low/no net deductible. The funding of the deductible was scheduled to decrease over time, with a target of 50% on a continuous basis if plan performance allows (use of fund balance).

Due to the expected increases in health care costs, the following changes are recommended for 2014 (changes are set forth in the agenda packet).

- To increase premiums by 5% - Increase employee participation in premium from 12% to 18%. Monthly increase for employees – single \$31.81; family \$84.67 (less pre-tax reduction).
- To decrease deductible percent paid by fund balance from 80% to 70%.
- Increase wellness incentives by \$50 (single) and \$100 (family)

III

- Introduce Health Risk Assessment (HRA), with baseline measurements taken in September 2013.

Supervisor Fewell suggested that deductibles be set at \$3000 for single and \$6000 for family, stating that he finds the proposed plan extremely generous.

The committee was in favor of the HRA – Health Risk Assessment, stating if employees have a good score, it will bring down premiums and claims which will result in cost savings. Although Supervisor Evans did not feel employees should be penalized under the HRA plan, Supervisor Buckley thought otherwise, stating that although it may be a hard concept to understand, if premiums were kept down there would be more money for raises. Supervisor Landwehr indicated that health costs need to be separate from raises, noting that health assessments have become common in the private sector which does not penalize, but instead act as an incentive for people to strive to improve.

Supervisor Evans also pointed out that this is where other municipalities, the private sector, and school districts are heading. Although some are fully funded, some, like the County, are self-funded.

Executive Streckenbach pointed out that the fund balance will be gone in two years and the County will be responsible for funding health insurance costs. Supervisor VanderLeest asked when approval is required by the County Board, stating he would like more time to study. Streckenbach indicated it is necessary that the Board go on record approving changes to benefits for employees.

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve changes in the Health Insurance Plan. Vote taken. MOTION CARRIED UNANIMOUSLY**

**20. Such other matters as authorized by law. None**

**21. Adjourn**

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to adjourn at 7:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

Rae G. Knippel  
Transcription

## Giannunzio\_TG

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**From:** Hopp, Bradley (HS GB) <brad.hopp@hudsonsharp.com>  
**Sent:** Friday, August 02, 2013 12:03 PM  
**To:** Giannunzio\_TG  
**Cc:** Moynihan\_PW; Moynihan\_PW; Vanderleey@hotmail.com; patrickevans@att.net; Streckenbach\_TJ  
**Subject:** FW: Communication for Resolution  
**Importance:** High

Therese-

Please add this communication to the agendas of the following committees:

### Communication to Committees – Ed & Rec; Human Services; Executive

**From:** Supervisor Brad Hopp; Dist 5

**Ref:** Affordable Care Act Voluntary Assistance with Implementation

**Overview:** Within the last two months, two separate Brown County Agencies, (Brown County Public Library and Brown County Health Department), have been approached either directly or indirectly by the Federal Government or its Representatives, asking for their assistance in helping to “roll out” the Affordable Care Act. The Federal Government has attempted to secure assistance from numerous private entities for this purpose, most notably the NFL and NBA; both of which have declined due to the decisive nature of the law, the unknown liability involved, the residual costs associated with assisting, and the estimated burden such assistance will place on their facilities and staff. Strongly agreeing with these reasons, I therefore respectfully request the following:

*Discussion, formulation, and adoption of a resolution of Brown County, PROHIBITING any Brown County Agency, Department, Staff Member, or Independent Agency doing business on behalf of Brown County, from participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies, or representatives, with the implementation (aka “roll out”) of the Patient Protection and Affordable Care Act (P.L. 111-148), signed March 23, 2010, as amended by the Health Care and Education Reconciliation Act, signed March 31, 2010, also referred to as the Affordable Care Act (ACA).*

- *This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education.*

*Furthermore, the USE, of any equipment owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited.*

*Furthermore, the USE, of any facilities owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1500 per hour plus maintenance costs.*



# HUMAN RESOURCES DEPARTMENT

*Brown County*

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INTERIM HUMAN RESOURCES MANAGER

August 8, 2013

## **Departments for position approval process at August Executive Committee:**

### **Corporation Counsel – Assistant Corporation Counsel**

Vacated – 9/5/13

### **Human Services – Social Worker/Case Manager (Behavioral Health Specialist)**

Vacated – 7/19/13

### **Human Services – Contract & Quality Analyst**

Vacated – 06/13

### **Human Services – Director of Community Programs**

Vacated – 7/17/13

### **Human Services – Economic Support Specialist (x3)**

Vacated – 7/11/13

Vacated – 7/22/13

Vacated – 7/22/13

### **Human Services – Social Worker Supervisor (Child Protection Services)**

Vacated – 9/3/13

CORPORATION COUNSEL OFFICE

*Brown County*

305 E. Walnut Street, Suite 680  
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Juliana M. Ruenzel  
Corporation Counsel

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PHONE (920) 448-4006  
FAX (920) 448-4003  
ruenzel\_jm@co.brown.wi.us

July 25, 2013

TO: County Executive  
Human Resources Manager  
Director of Administration

FROM: Juliana M. Ruenzel, Corporation Counsel  
Corporation Counsel Department

SUBJECT: Request to Fill Assistant Corporation Counsel Position to handle Termination of Parental Rights

**1. Is the position description current or does it require updates?**

I have reviewed the position description and sent all changes to the Human Resources Department.

**2. Are the duties of the position related to an essential mandatory service? If yes, explain.**

Yes, the Assistant Corporation Counsel position handling the Termination of Parental Rights is a State mandated service that assists the Brown County Human Services Department with findings of permanence for children either through a termination of parental rights or a guardianship under Wisconsin Statute Chapter 48 or Chapter 54. This is a specialty position that is regulated by the State Administrative Code, Wisconsin State Statutes and the Federal law. The County has duties under the law to provide protective services for children under Wis. Stats. Chapters 48

This is a highly confidential position strictly regulated by the laws where the attorney is working closely with Human Services, the CHIPS attorney and the Courts.

**3. Describe job performance measurement for this position.**

Job performance measurement is based on a number of factors which include caseload, clients, successfully placing a child and obtaining the appropriate care for a child. This includes follow up as the needs of the child change and the needs and services need to be

reassessed. All case facts and children needs are different resulting in some cases taking longer than others, so caseload alone is not an exact measurement.

**4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.**

A vacancy will present problems, not opportunities, as the County currently has only one attorney doing these essential services. Without an attorney to handle the huge workload of children that need protection, through termination of the parental rights or a guardianship leaves a void in the system where the laws are not applied to the services that are needed in our community. It could easily put children at risk for their basic needs of food and shelter in a safe, healthy environment.

**5. Are budgeted funds sufficient to cover the cost of filling the position?**

Yes, there are budgeted funds for this position which currently are at the unit rate of \$33.00 which is \$68,914 per year at Grade 22, Step 4.

**6. What is the impact of not filling the position in 3 months? 6 months? 12 months?  
Not at all?**

This is not an option given the laws and our responsibilities to care for the children in need in our County. There are mandated requirements under the law which include the requirement of bringing cases to court within a very short time frame. Therefore, the position needs to be filled without any lapse in coverage in order to comply with the mandatory time constraints and the full work load of this position. Therefore, it is very important that an attorney is in place to handle these matters without a gap in coverage.

## Budget Impact Calculation

**Department:** Corporation Counsel  
**Position:** Assistant Corporation Counsel (TPR - Termination of Parental Rights)

**Partial Budget Impact:** 09/9/2013-12/31/13 15 weeks

Salary \$ 19,800.00

Fringe Benefits \$ 7,625.19

\$ 27,425.19

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary \$ 68,640.00

Fringe Benefits \$ 26,434.00

\$ 95,074.00

Note: this position is in the 2013 budget

Position vacated: 9/5/2013

Budgeted hourly wage rate: \$33.00

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: The Termination of Parental Rights is a State mandated service that assists Human Services with findings of permanence for children either through a termination of parental rights or a guardianship. I recommend approval filling the vacancy. Tom Smith

Contact Party	Name	Number
	Juliana Ruenzel	448-4080

July 1, 2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Director of Administration

FROM: Althea Noukki, Child and Adolescent Behavioral Health Unit (CABHU)

SUBJECT: Request to Fill - Social worker/Case manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current and recently updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of the position are essential as this service is defined in Chapter 51 of providing court related services for mental health cases in accordance with Chapter 51 mandates including monitoring of Settlement Agreements set forth by the Chapter 51 Judge and also monitoring Commitment Orders signed by the Judge. In addition, essential mandated services are set forth in Chapter 48 and Chapter 938 to provide services to Child Protection youth and to Juvenile Justice youth.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The clients served are referrals from the Chapter 51 courts, CHIPS, and Juvenile Justice youth. Caseloads in all these areas are at a high point compared to prior years. The children and families on this caseload are those who often present in crisis with behavior which poses a risk to themselves or others, and cannot be adequately served in the private sector due to the severity of their behavior and mental health issues. Work output will combine monitoring of youth referred, direct service involving evaluation, assessment, and monitoring of client agreements and orders with provision of therapeutic interventions otherwise inaccessible or unavailable from community resources. Linkage with the Chapter 51 courts, Child Welfare and Juvenile Courts and affiliated social workers will be a key work output.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy presents an opportunity to reduce the number of different job descriptions within CABHU to allow greater flexibility in assigning caseloads as the needs of the agency change over time. The previous job description was focused on cases referred through the emergency detention process and Chapter 51 court. With the creation of this unit in 2012 we have been prioritizing working closely with the Child Protection and Juvenile Justice units as well, and the new job description more accurately reflects this change.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

By filling the position, this will allow for the Behavioral Health Specialist to provide intensive services in the community to children and adolescents at risk to prevent future hospitalizations, placements in juvenile detention, and other outcomes which have an adverse impact on the youth, family, and community. The role of the position would have impact in reducing out of home placements, avoiding costly high end residential placements and state hospital placements, and would directly impact keeping youth in the community with their family and offering service to strengthen support systems locally in a family based manner.

The position will also be able to generate revenue through billing for crisis intervention services and psychotherapy at the outpatient level to offset costs.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Social Worker/Case Manager (Behavioral Health Specialist)

**Partial Budget Impact:** 08/19/13-12-31-13 18 weeks

Salary	\$ 20,769.92
Fringe Benefits	<u>\$ 8,703.69</u>
	\$ 29,473.62

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary	\$ 60,002.00
Fringe Benefits	<u>\$ 25,144.00</u>
	\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 7/19/2013

	Human Services Total	Behavioral Health Total
<b>Budgeted hourly wage rate:</b>	\$30.77	
<b>Total Number of FTEs Budget for this position title in budget:</b>	110.8	4
<b>Number of FTEs <u>Unfunded</u> for this position in budget</b>	<u>0</u>	<u>0</u>
<b>Total Number of FTEs Available to be filled for this title in budget</b>	110.8	4
<b>Number of FTEs filled with this position vacant:</b>	109.8	3
<b>Percent of this position staffed:</b>	99%	75%

Analyst Recommendation: The duties of this position are essential as the service is defined in Chapter 51 of providing court related services for mental health cases. I recommend approval. Tom Smith

Contact Party	Name	Number
	Althea Noukkki	448-6108

HUMAN SERVICES

# Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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July 29, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Interim Director  
Brent Miller, Director of Administration

FROM: Jill Rowland, Contract & Provider Relations Manager  
Human Services

SUBJECT: Request to Fill – Contract & Quality Analyst

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position assures compliance with contract standards and also is responsible for the screening, quality assurance and certification of Adult Family Homes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position would work with elderly and disabled Brown County consumers, other Human Services staff and more than 200 contracted vendors. Currently we certify 50 homes and the program currently serves more than 100 Brown County consumers.

Job responsibilities include, but are not limited to:

- Participates in the development of contracts to include reviewing service agencies for compliance with state and federal guidelines
- Regularly compiles statistical contract data for review and analysis of trends, changes and issues that need attention
- Performs provider recruitment activities to secure the availability of adequate Adult Family Home resources to serve the needs of elderly and disabled Brown County consumers.
- Conducts home and provider screening activities to assure that minimum pre-service qualifications, quality assurance and safety standards are met.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position was consolidated from a Contract Analyst and Quality Management Coordinator position. This 1.0 position came from 1.5 positions in the budget. We streamlined our processes for this position to be able to handle both certification of adult family homes and contract assistance.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is responsible for the recruitment, screening, orientation, training, quality assurance and certification of Adult Family Homes. This is the sole position responsible for that and would cause this mandated program to have to be delegated to a third party at our increased expense. If the department did not operate the Adult Family Home program the consumers would be placed in higher cost settings. This position also is responsible to analyze contract information, assure compliance and work with more than 200 contracted vendors. Reviewing service agencies for compliance with state and federal guidelines is crucial for this role.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Contract and Quality Analyst

**Partial Budget Impact:** 08/19/13-12-31-13 18 weeks

Salary \$ 14,068.73

Fringe Benefits \$ 7,702.62

\$ 21,771.35

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary \$ 40,643.00

Fringe Benefits \$ 22,252.00

\$ 62,895.00

Note: this position is in the 2013 budget

**Position vacated:** Was contracted

**Budgeted hourly wage rate:** \$19.54

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: Human Services has been contracting the services for the Quality Analyst position. They incorporated the duties of that into the contract analyst position, as they were both essentially completing the same functions, and deleted a .5 administrative secretary position to obtain funding for the position. I recommend approval. Tom Smith

Contact Party	Name	Number
	Jeremy Kral	448-6005

## HUMAN SERVICES

# Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600

JEREMY KRAL, EXECUTIVE DIRECTOR

July 26, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Interim Director  
Brent Miller, Director of Administration

FROM: Jeremy Kral, Executive Director  
Human Services

SUBJECT: Request to Fill – Director of Community Programs

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Director of Community Programs is essential in managing the day-to-day operations of the Community Programs division within the Human Services Department. This position serves as Deputy Director of Human Services in the absence of the Human Services Executive Director. The Director of Community Programs is central to the planning, organization and development of a comprehensive system of community-based human services including: juvenile justice, child protective programs, children's services, adult protective services, substance abuse services, mental health services, crisis services, protective payee services, volunteer services, access services, long-term care and economic support services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Director of Community Programs leads approximately 300 employees. If the Community Programs division would be a department, it would be the second largest department in the county, surpassed only by the sheriff's department.

Job responsibilities include, but are not limited to:

- Selects, assigns, trains and evaluates four subordinate managers and 15 supervisors below them.
- Establishes clear goals and strategies, along with performance metrics for key services.
- Acts as a liaison with community and state groups and agencies; serves as a representative on various committees and boards, including long-term planning and development.
- Develops and approves evidence-based protocols for community-based services.
- Participates in the development of third party beneficiary contract specifications.
- Assures compliance of community based human services units with federal, state, county regulatory and accreditation standards.
- Heads up the annual departmental budget process including presentations at Boards and Committees as needed.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are future opportunities to consolidate other related services within county operations. This vacancy presents the opportunity to recruit candidates with the right mix of talent and experience that could provide a broad spectrum of leadership to enable further consolidation of services to be considered.

All of the Human Services departments in the Fox Valley counties along with others as small as the Marinette County Department of Health & Human Services and the Oconto County Department of Health & Human Services have deputy director positions.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Eliminating the Director of Community Programs positions would entail my overseeing the work of the CTC Administrator, the Finance Manager, the Provider Relations Manager, along with the work of each of the four manager positions and 15 supervisors within the Community Programs division. This latter division includes a complex array of services including child neglect, child abuse, juvenile justice, assessment & stabilization, crisis, protective payee, adult protective services, volunteer services, adult AODA & mental health, children's AODA/mental health, provider network coordination, quality assurance and access services in addition to the various long term services provided. To accomplish this would require an almost exclusive operational rather than strategic focus on my part.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Director of Community Programs

**Partial Budget Impact:** 08/19/13-12-31-13 18 weeks

Salary	\$ 28,468.73
Fringe Benefits	<u>\$ 9,853.27</u>
	\$ 38,322.00

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary	\$ 82,243.00
Fringe Benefits	<u>\$ 28,465.00</u>
	\$ 110,708.00

Note: this position is in the 2013 budget

**Position vacated:** 7/17/2013

**Budgeted hourly wage rate:** \$39.54

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This top management position is essential to the overall operations of Human Services Community Programs. The position was vacated when the employee was appointed to the Director of Human Services. I recommend approval. Tom Smith

Contact Party	Name	Number
	Jeremy Kral	448-6005



## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

July 19, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?  
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.

- o The current caseload averages between 880-1000+ cases per worker.
- o Brown County Caseload Comparison:
  - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
  - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
  - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
  - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
  - Feb. 2013 – total caseload = 23,837; Foodshare monthly issuance = \$3.5 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all  
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
  - Decrease in quality customer service.
  - Basic needs of our consumers may not be met or met timely.
  - Delay in benefits to consumers in crisis and need.
  - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
  - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
  - Caseloads are being minimally maintained and all duties of the job are not able to get done.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Economic Support Specialist 1 (times 3)

**Partial Budget Impact:** 08/19/13-12-31-13 18 weeks

Salary	\$ 13,419.00
Fringe Benefits	<u>\$ 7,606.04</u>
	\$ 21,025.04

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary	\$ 38,766.00
Fringe Benefits	<u>\$ 21,973.00</u>
	\$ 60,739.00

Note: this position is in the 2013 budget

Position vacated: 7/17/2013

Budgeted hourly wage rate: \$19.88

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	63%

Analyst Recommendation: The ESS section has been working to bring the new Energy assistance program on line, and to get the program staffing levels up to speed. Two of these vacancies are being driven by the promotion of 2 ESS workers to the Lead positions previously approved. The other vacancy is due to a resignation. I recommend approval. Thomas Smith

Contact Party	Name	Number
	Jeremy Kral	448-6005

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

<Today's Date> *July 2, 2013*

TO: County Executive  
Human Resources Manager  
Director of Administration

FROM: Jeremy Krall, Interim Director  
Human Services Department

SUBJECT: Request to Fill – Social Worker Supervisor - Child Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description was updated and given to HR.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

These duties are state required child protective services. State law mandates that referrals of child abuse and neglect be screened and formally investigated when necessary. The supervisor decides which cases must be investigated, how quickly and directs workers in their response. Coordination with law enforcement, medical providers and courts is required. Services are reviewed by the state. The supervisor must explain and justify each in the state's electronic reporting system and approve all findings. Child safety and county liability depend greatly on this function. Supervisor must approve all authorizations for purchase of service and sign court reports.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
In 2012 Brown County received 4697 reports of child abuse and neglect. It is projected based on monthly totals thus far that there will over 5,000 reports in 2013. This position has 10 direct reports. Consultation on cases, emergencies and investigations comprises much of the day. The state has observed that the county has higher caseloads for child protection workers than many other larger counties and the county has high worker to supervisor ratios.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There is no opportunity with this vacancy to consolidate, eliminate or outsource these job duties.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is fully funded in the 2013 budget and does not need to be held open to offset projected shortfalls.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling this position will result in increased safety risk for highly vulnerable children and non-compliance consequences for violation of state requirements and law.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Social Worker Supervisor - Child Protective Services

**Partial Budget Impact:** 09/09/13-12-31-13 15 weeks

Salary	\$ 18,942.12
Fringe Benefits	<u>\$ 7,496.83</u>
	\$ 26,438.94

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary	\$ 65,666.00
Fringe Benefits	<u>\$ 25,989.00</u>
	\$ 91,655.00

Note: this position is in the 2013 budget

Position vacated: 9/3/2013

Budgeted hourly wage rate: \$31.57

Total Number of FTEs Budget for this position title in budget:	4
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	4
Number of FTEs filled with this position vacant:	3
Percent of this position staffed:	75%

Analyst Recommendation: This supervisor ensures that referrals of child abuse and neglect are screened and formally investigated when necessary. The oversight is essential to supporting 10 direct social workers. I recommend approval.

Contact Party	Name	Number
	Jeremy Kral	448-6005

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

August 8, 2013

**\*ADDITION\***

**Departments for position approval process at August Executive Committee:**

**Airport – Housekeeper**

Vacated – 7/31/13

AIRPORT

Brown County



2077 AIRPORT DRIVE, STE. 18  
GREEN BAY, WISCONSIN 54313-5596

THOMAS W. MILLER

PHONE (920) 498-4800 FAX (920) 498-8799  
Web page: [www.co.brown.wi.us/airport](http://www.co.brown.wi.us/airport)

AIRPORT DIRECTOR

TO: County Executive  
Human Resources Manager  
Director of Administration

FROM: Thomas W. Miller, Airport Director *T Wm*

DATE: July 30, 2013

SUBJECT: Request to Fill – Housekeeper

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

The position description has been updated by HR and the Airport.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, cleaning the terminal building is an essential service.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Clean the terminal building.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Airport attempted to outsource janitorial responsibilities as part of our budget process in 2012 which was rejected by the County Board. Human Resources has re-classified the Utility Worker job description to Housekeeper.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We had 2 Utility Workers leave last fall and have replaced one of them. This new vacancy will create a shortage in staffing that will not allow us to keep up with cleaning in the terminal building and will need to be filled.

*A service provided by Brown County Government*

100% Recycled Paper

*8a*



## Budget Impact Calculation

**Department:** Airport  
**Position:** Housekeeper

**Partial Budget Impact:** 08/12/13-12-31-13 18 weeks

Salary	\$ 9,554.54
Fringe Benefits	<u>\$ 7,029.00</u>
	\$ 16,583.54

Note: Estimated date of hire is for the Monday immediately following the position vacating.

### Annualized Budget Impact:

Salary	\$ 27,602.00
Fringe Benefits	<u>\$ 20,306.00</u>
	\$ 47,908.00

Note: this position is in the 2013 budget

**Position vacated:** 8/1/2013

**Budgeted hourly wage rate:** \$13.27

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	4
Percent of this position staffed:	67%

Analyst Recommendation: I recommend approval. The budgeted amount is 2 dollars more per hour than what is actually expended. The airport is already deleting one of the vacant housekeeping positions, and keeping the rest of the positions staffed is critical. I recommend approval.

Contact Party	Name	Number
	Tom Miller	492-4922

8a

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE  
FOR AUGUST 8, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
DUQUAINE LAW, LLC	712013	7/1/2013	\$ 374.00	Hearing Examiner fee - Child abuse Substantiation Hearing
MICHAEL, BEST & FRIEDRICH LLP	1248480	7/10/2013	\$ 1,018.82	Fox River Cleanup - Insurance
	1248481	7/10/2013	\$ 4,618.00	API & NCR v. Geo. A. Whiting, et al
CONWAY, OLEJNICZAK & JERRY, S.C.	671310-033M -2	6/30/2013	\$ 584.34	Revolving Loan Fund Committee vs. Raven Mfg., LLC & Lynn Hesson
ATTY. GARY WICKERT, S.C.	12W27-6-28-13	6/28/2013	\$ 10,150.50	Airport - General Matters
<b>TOTAL =</b>			<b>\$ 16,745.66</b>	

**DuQuaine Law, LLC**  
**Attorney Julie M. DuQuaine**

**INVOICE**

Date: 07/01/2013

122 S. Washington Street, Green Bay, Wisconsin  
Mailing Address: 1835 E. Edgewood Dr., #105-64, Appleton, WI 54913  
Phone: 920-217-1309  
Fax: 920-273-2547  
Email: duquainelaw@new.rr.com

Brown County Human Services - Zimmermann

**Substantiation of Kim Zimmermann**

Date	Description	Quantity	Rate	Total
06/07/2013	Reviewed the first 51 pages of reports provided to me by Attorney Rob Collins.	1.80	\$110.00	\$198.00
06/13/2013	Reviewed the remaining 63 pages of reports from Attorney Rob Collins.	1.20	\$110.00	\$132.00
06/18/2013	Received and reviewed additional reports from Attorney Rob Collins.	0.40	\$110.00	\$44.00

**Total            \$374.00**

Please make all amounts payable to: DuQuaine Law, LLC

Mailing Address: 1835 E. Edgewood Dr., #105-64, Appleton, WI 54913

## IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

July 10, 2013  
Invoice No. 1248480

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1248480  
For Professional services rendered through June 30, 2013, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

6/3/13	R Exum	Process Wausau payment; update defense payment tracking chart; prepare letter to client enclosing Wausau payment.	0.30	\$55.50
6/18/13	R Exum	Update defense invoice and payment tracking chart; prepare letter to client enclosing CNA payment and updated tracking chart; process MBF invoice and prepare letter to insurers submitting invoice for reimbursement.	0.40	\$74.00
6/27/13	R Exum	Discuss Court order and judgment with DACrass and insurance related tasks regarding same; draft letter to client regarding Court Order and Judgment; review files for 12/1/2010 Consent Decree; review files and retrieve insurance settlement agreements; review Consent Decree for payment instructions; review correspondence file for status of Consent Decree payment.	2.10	\$388.50
6/28/13	R Exum	Review files for status of insurance payments; review settlement agreements regarding final settlement and defense payment procedures; confirm settlement payments with accounting; determine outstanding defense costs to be paid by insurers; prepare email summary to DACrass; draft status update to insurers.	2.70	\$499.50

Total Hours 5.50

Total Services \$1,017.50

## Disbursements:

Postage 1.32

IN ACCOUNT WITH

**MICHAEL BEST**

STATE FIDELITY GROUP

Client: 018236

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Page 2

July 10, 2013

Invoice No. 1248480

**Matter: 018236-0042 Fox River Cleanup - Insurance**

Disbursements Total \$1.32

**Total This Matter \$1,018.82**

Balance from previous statement \$315.82

Payments received (185.00)

Current Balance \$1,149.64

IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

July 10, 2013

Invoice No. 1248480

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
R Exum	Paralegal	5.50	\$185.00	\$1,017.50
<b>Totals</b>				<b>1,017.50</b>

IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

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Juliana Ruenzel, Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

July 10, 2013  
Invoice No. 1248481

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1248481

For Professional services rendered through June 30, 2013, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

6/3/13	I Pitz	Read memoranda regarding enforcement of consent decree.	3.00	\$1,260.00
6/7/13	I Pitz	Review mediation notes and court minute entry.	0.80	\$336.00
6/12/13	I Pitz	Review recent case correspondence and pleadings.	1.40	\$588.00
6/20/13	I Pitz	Review case correspondence and pleadings.	0.80	\$336.00
6/26/13	I Pitz	Read decision on consent decree approval; teleconference with DACrass regarding same.	0.80	\$336.00
6/27/13	D Crass	Review judge's decision on entry of consent decree and final judgment; exchange of e-correspondence with IAPitz regarding same; provide instructions to RVExum regarding steps to finalize consent decree payment obligation; telephone conference with client to explain developments upon entry of consent decree and next steps.	2.50	\$1,300.00
6/27/13	I Pitz	Review consent decree order and other pleadings; analyze steps for securing dismissal from contribution case; email to DACrass regarding same.	1.10	\$462.00

Total Hours 10.40

Total Services \$4,618.00

IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1808  
Madison, Wisconsin 53701-1808  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

July 10, 2013  
Invoice No. 1248481

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

<b>Total This Matter</b>	<b>\$4,618.00</b>
Balance from previous statement	\$4,452.00
Payments received	(1,974.00)
Current Balance	<u>\$7,096.00</u>



IN ACCOUNT WITH

**MICHAEL BEST**

SEP 2011 THROUGH SEP 2012

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Client: 018236

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July 10, 2013  
Invoice No. 1248481

**Matter:**        **018236-0044**        **API and NCR v. George A. Whiting, et al.**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
D Crass	Partner	2.50	\$520.00	\$1,300.00
I Pitz	Partner	7.90	\$420.00	\$3,318.00
<b>Totals</b>				<b>4,618.00</b>

STATEMENT  
*Law Firm of*  
**CONWAY, OLEJNICZAK & JERRY, S.C.**

P.O. Box 23200  
Green Bay, WI 54305-3200  
PHONE 920-437-0476  
FAX 920-437-2868

CHUCK LAMINE  
BROWN COUNTY ECONOMIC DEVELOPMENT  
305 E. WALNUT STREET, 5TH FLOOR  
P O BOX 23600  
GREEN BAY WI 54305-3600

Page: 1  
06/30/2013  
ACCOUNT NO: 671310-033M  
STATEMENT NO: 2

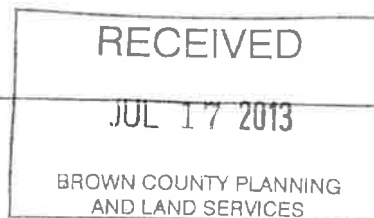
PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN  
MANUFACTURING, LLC and LYNN A. HESSON

*O.K.  
C. Lamine  
7/17/13*

PREVIOUS BALANCE \$989.93

		HOURS	
06/05/2013			
MMM	E-MAIL TO CLIENT RE: CALL FROM HESSON AND CONTACTING TOWN OF MENASHA	0.30	
06/12/2013			
MMM	E-MAIL FROM AND TO CLIENT RE: MOVING FORWARD WITH MONEY JUDGMENT CLAIM AGAINST HESSON.	0.20	
06/13/2013			
MMM	PREPARE ASSET SEARCH; E-MAIL TO CLIENT WITH REVIEW OF ASSET SEARCH.	0.90	
06/20/2013			
MMM	E-MAIL FROM AND TO LYNN HESSON RE: STATUS OF JUDGMENT.	0.40	
06/24/2013			
MMM	E-MAIL FROM LYNN HESSON WITH SETTLEMENT OFFER; E-MAIL TO CLIENT RE: SAME.	0.50	
	FOR CURRENT SERVICES RENDERED	2.30	575.00
	COMPUTER AND LINE CHARGES FOR		
	COMPUTERIZED LEGAL RESEARCH		9.34
	TOTAL EXPENSES THRU 06/30/2013		9.34
	<u>TOTAL CURRENT WORK</u>		<u>584.34</u>
	BALANCE DUE		<u>\$1,574.27</u>



**BALANCE DUE ON RECEIPT OF THIS STATEMENT.**  
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.  
*Law firm of* **CONWAY, OLEJNICZAK & JERRY, S.C.**  
FED I.D. # 39-1254187

GARY A. WICKERT, S.C.  
Attorney and Counselor at Law  
801 E. WALNUT • P.O. BOX 1656  
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188  
wiclataw@jbbonline.com

June 28, 2014

Brown County Airport  
P.O. Box 27600  
Green Bay WI 54305 1600

Re: General Matters  
Gov. File No. 17 W 27

STATEMENT

DATE	PER SERVICES RENDERED:	HOURS
7/2	Review Oneida Road Lease file;	.15
	Review Master Lease (non-aviation);	1.40
	Meeting with Tom Miller, Sue Bertrand, and John Reed re: 5 acre transaction and miscellaneous other matters	3.20
7/3	Complete review of Master Lease/non aviation;	.50
	Letter to Tom Miller re: 5 acres;	.10
	Begin Consent to Sublease re: CAVU	1.50
7/8	Prepare Resolutions Initial and final for Lonesome Road/West Adam Drive;	
	Prepare Resolutions Initial and final for Cyrus Road;	
	Letter to Tom Miller re: Road vacation;	1.25
	Review and revise Resolutions re: road vacation;	.20
	Complete Consent to Sublease;	
	Letter to Sue Bertrand;	2.75
	Phone conference with Sue Bertrand;	.50
	Review Delta lease re: hold-over;	
	Letter to Tom Miller re: airline leases;	.35
	Review file re: aviation easement.	1.00
7/9	Meeting at Airport with Tom Miller and representative from Hobart re: road vacating;	
	Meet with Tom and Sue re: Delta, aviation easement, etc.;	
	Review Met Jet agreements and Delta easement, etc.;	3.00
	Phone conference with Tom Miller re: Delta;	.70
	Review correspondence and map from BOA re: release of lots for Hobart;	
	Letter Tom Miller re: vacating roads;	.50
	Review and revise re: consent to Sublease (CAVU)	1.00

Page Two  
July 29, 2013

7/10	Review Laxi agreement;	
	Phone conference with Sue Bertrand;	.60
	Prepare Lamers Agreement;	1.25
	Work on Avigation Easement	.20
7/11	Phone conference with Sue and Tom re: Lamers and Avigation Easement;	.50
	Complete Avigation Agreement;	2.50
	Letter to Tom Miller;	.25
	Revise Avigation Easement;	
	Begin counteroffer re: 5 acres	2.00
7/13	Work on Restrictive Covenants re: parking	.40
7/15	Complete Restrictive Covenant re: parking;	1.00
	Work on counteroffer re: 5 acres;	1.50
	Meeting at Airport with Tom, Sue, John, and Mead & Hunt representatives re: airline agreements;	2.50
7/16	Review open records re: "drafts"	.25
	Review and revise Lamers Agreement;	
	Letter to Sue Bertrand re: Lamers;	1.00
	Revise Addendum to Counteroffer;	
	Letter to Tom Miller re: Addendum;	.60
	Phone conference with Sue Bertrand re: National Weather Service, etc.;	.25
	Letter to Tom Miller re: open items;	.20
	Phone conference with Tom and Sue re: Delta - Second Amendment;	
	Revise Delta - Second Amendment;	
	Letter to Tom Miller re: Delta;	.60
	Review 2013 financial information	.35
7/17	Review correspondence from Tom Miller re: Delta amendment;	.10
	Phone conference with Sue Bertrand re: National Weather Service	.15
7/18	Review and revise Addendum to Offer to Purchase and Restrictive Covenants re: 5 acres;	.50
	Review information NOAA;	
	Letter to Christian Townsend	.35
7/24	Letter from Sue Bertrand with Delta Second Amendment;	.10
	Letter from Christian Townsend;	.10
	Review Engrge. Information.	.25
7/29	Review description for road vacation;	
	Letter to Tom Miller re: road vacation;	.50
	Call to Airport re: Chris Townsend NOAA;	.10
	Phone conference with Chris Townsend;	.30
	Letter to Chris Townsend;	
	Letter to Tom, Sue, and John re: NOAA.	.40
	TOTAL HOURS:	36.90

		Annual		YTD	
		Budget	Actual	Budget	Actual
Property Taxes	\$	543,202	\$	271,601	
Charges for Sales & Services	\$	175	\$	26	
Miscellaneous Revenue	\$	-	\$	-	
Contributions	\$	-	\$	-	
Transfer In HR	\$	-	\$	-	
Personnel Services	\$	341,685	\$	159,280	(1)
Fringe Benefits and Taxes	\$	68,835	\$	33,242	(2)
Operations and Maintenance	\$	31,850	\$	16,791	(3)
Utilities	\$	-	\$	-	
Chargebacks	\$	17,707	\$	8,806	(4)
Contracted Services	\$	83,300	\$	73,975	(5)

**Highlights:**

(1) - 47% of the Personnel Services budget has been utilized year-to-date.

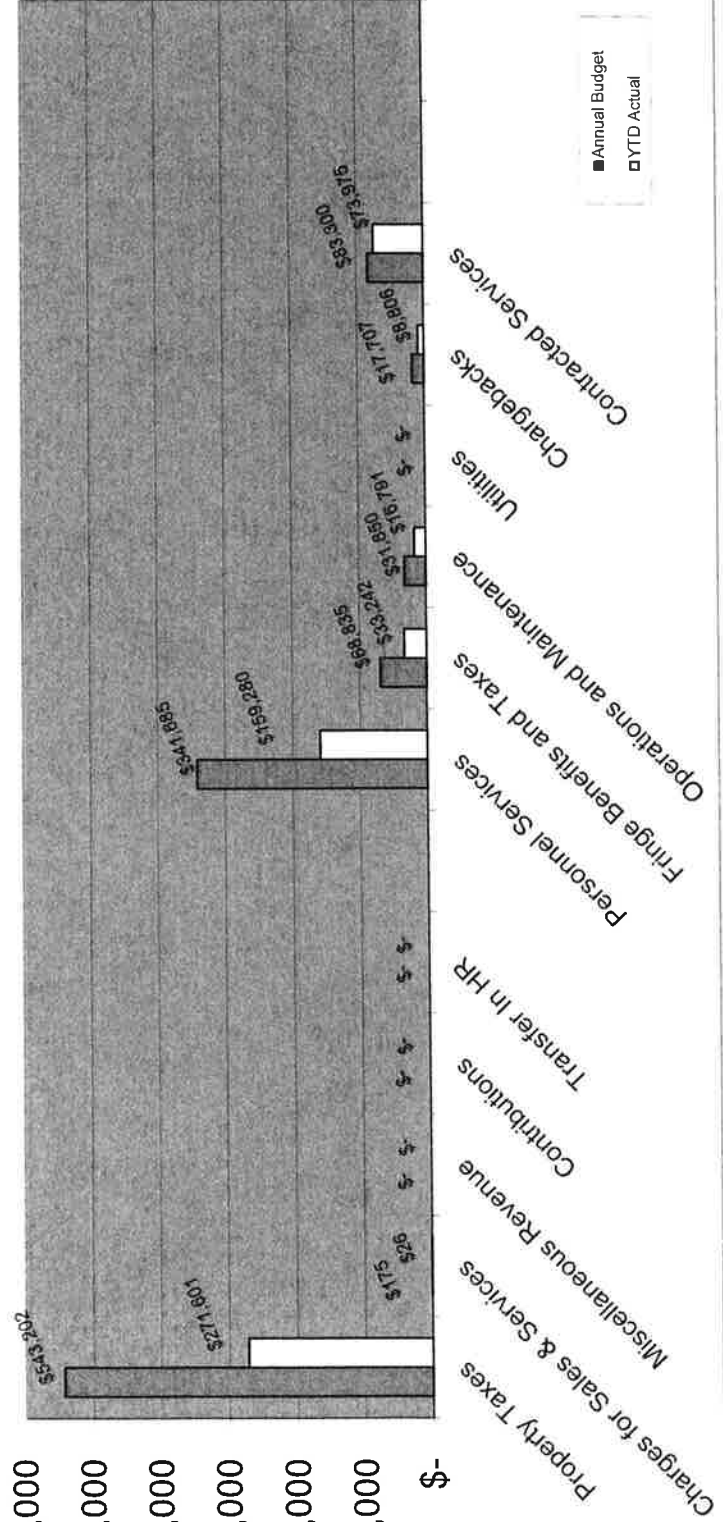
(2) - 48% of the Fringe Benefits and Taxes budget has been utilized year-to-date.

(3) - 53% of the Operations and Maintenance budget has been utilized year-to-date. This is mainly attributed to \$4,587 paid to NACo (membership fees) and \$9,330 applied to WCA (membership fees). (Note: \$18,658 was paid to WCA, however, this amount is being amortized over 12 months or approximately \$1,555 per month.)

(4) - 50% of the Chargeback budget has been utilized year-to-date.

(5) - 89% of the Contracted Services budget has been utilized year-to-date. This is mostly attributed to \$73,000 paid to the external auditors for 2012 audit fees.

## Board of Supervisors - June 30, 2013



11a



# Budget by Account Classification Report

Through 06/30/13  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>									
REVENUE									
Property taxes	543,202.00	.00	543,202.00	45,266.83	.00	271,600.98	271,601.02	50	584,081.04
Charges for sales and services	175.00	.00	175.00	5.67	.00	26.46	148.54	15	377.05
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	15.00
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$45,272.50	\$0.00	\$271,627.44	\$271,749.56	50%	\$584,473.09
EXPENSE									
Personnel services	341,685.00	.00	341,685.00	34,322.22	.00	159,280.18	182,404.82	47	315,692.33
Fringe benefits and taxes	68,835.00	.00	68,835.00	6,265.57	.00	33,242.25	35,592.75	48	81,264.88
Operations and maintenance	31,850.00	.00	31,850.00	1,701.76	.00	16,790.70	15,059.30	53	31,567.51
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks	17,707.00	.00	17,707.00	1,653.59	.00	8,806.26	8,900.74	50	15,142.65
Contracted services	83,300.00	.00	83,300.00	42,160.00	(4,500.00)	73,975.00	13,825.00	83	89,155.00
EXPENSE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$86,103.14	(\$4,500.00)	\$292,094.39	\$255,782.61	53%	\$532,822.37
<b>Fund 100 - GF Totals</b>									
REVENUE TOTALS	543,377.00	.00	543,377.00	45,272.50	.00	271,627.44	271,749.56	50	584,473.09
EXPENSE TOTALS	543,377.00	.00	543,377.00	86,103.14	(4,500.00)	292,094.39	255,782.61	53	532,822.37
<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$40,830.64)</b>	<b>\$4,500.00</b>	<b>(\$20,466.95)</b>	<b>\$15,966.95</b>		<b>\$51,650.72</b>
<b>Grand Totals</b>									
REVENUE TOTALS	543,377.00	.00	543,377.00	45,272.50	.00	271,627.44	271,749.56	50	584,473.09
EXPENSE TOTALS	543,377.00	.00	543,377.00	86,103.14	(4,500.00)	292,094.39	255,782.61	53	532,822.37
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$40,830.64)</b>	<b>\$4,500.00</b>	<b>(\$20,466.95)</b>	<b>\$15,966.95</b>		<b>\$51,650.72</b>

11a

August 12, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

RESOLUTION ADOPTING BROWN COUNTY'S  
2014 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

WHEREAS, Brown County has developed a Five-Year Capital Improvement Plan (CIP) for the period 2014 through 2018; and

WHEREAS, a Capital Improvement Plan is an excellent planning document to assist the County in realizing the goals of the plan and to provide a pathway for implementing those plans.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Brown County 2014 Five Year Capital Improvement Plan attached hereto be adopted.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Authored By: Department of Administration

Fiscal Note: This resolution does require an appropriation from the County General Fund. The following projects are identified to be funded by unassigned General Fund cash flow:

<u>Year</u>		<u>Amount</u>
2014	Computer Aid Dispatch and Next Generation 9-1-1	\$2,213,516
2014	Vehicle Storage Addition at Sheriff's Department	250,000
2015	Land Records System Replacement	750,000
2015	Courthouse Copper Dome Replacement	1,680,919
2016	Emergency Fire and Police Dispatch	218,675

The projects listed under 2014 in the attached Five-Year CIP will be included in the 2014 Proposed Budget for final approval. Projects listed under 2015-2018 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.

# 2014 Capital Project 5-Year Outlook Summary as of June 26, 2013

Key for Funding Source:

D = Debt Service G = Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance

## 2014 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2014	2015	2016	2017	2018	TOTAL
PLANNING, DEV & TRANS									
Public Works									
	D		New Jail Pod Phase I	*	*	*	*	*	*
	D/P/M	2014-1	CTH GV/Monroe Road (CTH O to STH 172) - Reconstruction	1,500,000					1,500,000
	D/P/M	2014-2	CTH GV/Monroe Road (CTH X to CTH G) - Reconstruction	3,229,116					3,229,116
	D/P/M	2014-3	CTH PP (STH 57 to CTH X) - Reconstruction	1,990,372					1,990,372
	D/M	2014-4	CTH C (Catherine Dr to CTH FF) - Reconstruction	500,000					500,000
	D/M	2014-5	CTH AAA/Oneida Street (Lombardi Ave to Stadium Dr) - Reconstruction						
	D	2014-6	CTH XX (Webster Street to Libal Street) - Reconstruction	520,000					520,000
	D/M	2014-7	CTH XX (Libal Street to East River Bridge) - Reconstruction	300,000					300,000
	D/P	2014-8	CTH XX (East River Bridge to CTH O) - Reconstruction	1,500,000					1,500,000
	D	2014-9	CTH XX (Bridge Over East River) - Bridge Repairs	804,650					804,650
	D/P	2014-10	CTH P (CTH N to Pine Grove) - Reconstruction	75,000					75,000
	D/P	2014-13	CTH NN (Cooperstown Rd to STH 96) - Reconstruction	1,660,000					1,660,000
	D/P/M/G	2015-1	CTH N (Bassom Way to Spartan Rd) - Reconstruction	625,000					625,000
	D/P	2015-2	CTH R (Langes Corners Rd to USH 141/29) - Reconstruction		2,216,155				2,216,155
	D/P	2015-3	CTH P (STH 54 to CTH N) - Reconstruction	67,639	2,000,000				2,067,639
	D/P	2015-5	CTH GE (STH 54 to STH 172) - Reconstruction	148,000	950,000				1,098,000
	D	2015-7	CTH XX (RR Crossing to City Limits) - Reconstruction	23,000	280,000				303,000
	D	2015-8	CTH GV (STH 172 to Hoffman Road) - 2' Mill & Surface		170,000				170,000
	D	2015-9	CTH O (East River Bridge to CTH XX) - Reconstruction		75,000				75,000
	D/P	2015-10	CTH F (CTH EB to Mid Valley Drive) - Reconstruction		200,000				200,000
	D	2015-12	CTH T (Pine to Highridge) - 6' Culvert Replacement	28,636	300,000				328,636
	D/M/G	2015-14/2016-2	CTH EA (Willow Rd to STH 29) - Reconstruction		250,000	2,800,000			250,000
	D/P/G	2015-15	CTH ZZ (Clay Street to Tetzlaff Rd) - Reconstruction		500,000		5,450,000		3,300,000
	D/P/G	2016-1	CTH YY (Holmgren Way to Ashland Ave) - Reconstruction		2,000,000				7,450,000
	D/P/G	2016-3	CTH X (Wl Central Ltd Railroad) - Bridge Replacement			1,725,000			1,725,000
	D/P/G	2016-4	CTH GE (Over Dutchman's Creek) - Bridge Replacement			1,641,862			1,641,862
	D/G	2016-5	CTH ZZ (Over East River) - Bridge Replacement			398,500			398,500
	D	2016-6	CTH R (CTH KB to Langes Corners Road) - Reconstruction			465,000			465,000
	D	2016-7	CTH EB (Dorn Rd to STH 172) - Reconstruction			1,250,000			1,250,000
	D	2016-8	CTH G (CTH V to STH 96) - Reconstruction			500,000			500,000
	D	2016-9	CTH T (CTH N to STH 54) - Reconstruction			1,425,000			1,425,000
	D	2016-11	CTH HS/Velp Ave (Glendale Ave to CTH B) - Reconstruction			920,000			920,000
	D	2016-13/2018-1	CTH EB (Larsen Rd to STH 29) - Concrete Pavement Repair			600,000			600,000
	D/G	2017-2	CTH EE (Over Dutchman's Creek) - Bridge Replacement			150,000		4,000,000	4,150,000
	D	2017-3	CTH D/Lost Dauphin Rd (STH 96 to Bridge at Red Maple) - Reconstruction				278,000		278,000
	D	2017-5	CTH C (CTH FF to Glendale Ave) - Reconstruction				2,320,000		2,320,000
	D	2017-7/2019-1	CTH T (North Ave to Blahnik Rd) - Reconstruction				1,900,000		1,900,000
	D	2017-8/2019-2	CTH ZZ (Tetzlaff Rd to STH 57) - Reconstruction				500,000		500,000
	D	2017-2018	CTH SB (CTH PP to CTH X/GV) - New Construction				500,000		500,000
	D/M	2017/2018	CTH SB (STH 57 to CTH PP) - New Construction				3,000,000	9,000,000	12,000,000
	D	2018-2	CTH B (CTH J to RR Tracks West of USH 41) - Reconstruction				1,500,000	6,000,000	7,500,000
								200,000	200,000



# 2014 Capital Project 5-Year Outlook Summary

as of June 26, 2013

Key for Funding Source:

D= Debt Service G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance

## 2014 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2014	2015	2016	2017	2018	TOTAL
<b>PLANNING, DEV &amp; TRANS (Cont'd):</b>									
Public Works (Cont)									
	D	2018-3	CTH A (CTH I to Church Rd) - Recondition	-	-	-	-	400,000	400,000
	D	2018-4	CTH T (STH 29 to 1.5 miles South of CTH V) - Recondition	-	-	-	-	530,000	530,000
	D	2018-5	CTH IR (County B to the North Limit) - Recondition	-	-	-	-	550,000	550,000
	D	2018-6	CTH CE (Garret's Rd to the West County Line) - Recondition	-	-	-	-	225,000	225,000
	D	2018-7	CTH JJ (CTH V to Hazen Rd) - 2" Mill & Overlay	-	-	-	-	245,000	245,000
	D	2018-8	CTH J (CTH EB to Hillcrest Drive - Recondition	-	-	-	-	285,000	285,000
	D	2018-9	CTH EB (CTH VK to STH 54) - Concrete Pavement Repair	-	-	-	-	300,000	300,000
	D/M	2018/2019	CTH SB (Fox River to STH 57) - New Construction	-	-	-	-	1,000,000	1,000,000
	D/M/G	2018/2019	CTH SB (Fox River Bridge) - Bridge Construction	-	-	-	-	1,000,000	1,000,000
<b>Planning, Development, &amp; Transportation Total</b>				12,971,413	8,941,155	11,875,362	15,448,000	23,735,000	72,970,930
Less: Non-bond funding sources				(6,744,900)	(2,723,000)	(5,881,000)	(6,832,400)	(8,500,000)	(30,681,300)
<b>Planning, Development, &amp; Transportation Bond Request Total</b>				<b>6,226,513</b>	<b>6,218,155</b>	<b>5,994,362</b>	<b>8,615,600</b>	<b>15,235,000</b>	<b>42,289,630</b>
<b>CAPITAL PROJECTS OUTLOOK Subtotal</b>									
Less: Non-bond funding sources				(6,744,900)	(2,723,000)	(5,881,000)	(6,832,400)	(8,500,000)	(30,681,300)
<b>CAPITAL PROJECTS OUTLOOK BOND REQUEST TOTAL</b>				<b>6,226,513</b>	<b>6,218,155</b>	<b>5,994,362</b>	<b>8,615,600</b>	<b>15,235,000</b>	<b>42,289,630</b>
Less: Municipalities' portion of debt				-	-	-	-	-	-
<b>BROWN COUNTY'S PORTION OF DEBT</b>				<b>6,226,513</b>	<b>6,218,155</b>	<b>5,994,362</b>	<b>8,615,600</b>	<b>15,235,000</b>	<b>42,289,630</b>

# **2014 Capital Project 5-Year Outlook Summary** as of June 26, 2013

Key for Funding Source:

D= Debt Service    G=Grants and Aides    O = Operating Revenues    M = Municipal Funds    P = Property Tax    GF = General Fund Fund Balance

## **2014 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2014	2015	2016	2017	2018	TOTAL
<b>ADMINISTRATION:</b>									
Info Services	GF	1	Land Records System Replacement	-	750,000	-	-	-	750,000
				-	750,000	-	-	-	750,000
<b>PUBLIC SAFETY:</b>									
Public Safety:	GF	1	Computer Aided Dispatch & Next Generation 9-1-1	2,213,516	-	-	-	-	2,213,516
Communications	GF	2	Emergency Fire and Police Dispatch	-	-	218,675	-	-	218,675
				2,213,516	-	218,675	-	-	2,432,191
<b>PLANNING, DEV &amp; TRANS:</b>									
Airport	O/G	1	Federal Inspection Station	5,372,281	1,790,745	-	-	-	7,163,026
	O	2	Revenue Control Parking Lot System Equipment	31,800	520,900	-	-	-	552,700
	O/G	3	Design/Construct Taxiway West of 18/36 and Environmental	-	200,000	1,400,000	-	-	1,600,000
	O/G	4	Design Taxiways A, D-3 & D East of Jet Air	-	-	250,000	-	-	250,000
	O/G	5	Design and Construct Taxiway J	-	-	180,000	1,512,347	-	1,692,347
	O/G	6	Design and Construct West Side Perimeter Road	-	-	220,000	3,099,978	-	3,319,978
	O/G	7	Design Baggage Claim Area of the Terminal	-	-	400,000	-	-	400,000
	O/G	8	Design and Construct Public Parking Rehab	-	-	150,000	-	600,000	750,000
	O/G	9	Construct Taxiways A & D East of Jet Air	-	-	-	3,000,000	-	3,000,000
	O/G	10	Design and Construct Taxiways D & B West of Jet Air/Design and Construct East Air Carrier Ramp Expansion	-	-	-	300,000	2,887,347	3,187,347
<b>Planning and Land Services</b>									
	TIF	1	Brown County Research & Technology Park	2,690,786	1,345,393	1,345,393	-	-	5,381,572
<b>Port and Solid Waste</b>									
	O	1	Recycling Transfer Station Expansion	300,000	-	-	-	-	300,000
<b>Public Works</b>									
	GF		Vehicle Storage Addition at Sheriff's Department	250,000	-	-	-	-	250,000
	GF		Courthouse Copper Dome Replacement	-	1,680,919	-	-	-	1,680,919
	P	2014-11	CTH T (CTH R to Cooperstown Rd) - Recondition	160,000	-	-	-	-	160,000
	P	2014-12	CTH JJ (CTH QQ to Micolichak Lane) - Recondition	325,000	-	-	-	-	325,000
	P	2014-14	CTH EB (Round-about at Cardinal Lane & Dousman Street)	20,600	20,600	20,600	20,600	20,600	103,000
	P	2014-15	CTH VK (CTH EB to Wood Lane) - Recondition	90,000	-	-	-	-	90,000
	P	2015-4	CTH JJ (STH 141 to Hazen Rd) - 2" Mill & Overlay	8,000	150,000	-	-	-	158,000
	P	2015-6	CTH N (CTH P to East County Line) - Recondition	24,000	340,000	-	-	-	364,000
	P	2015-11	CTH F (Lawrence to Matthew) - Concrete Pavement Repair	-	250,000	-	-	-	250,000
	P	2015-13	CTH Z (Town of Morrison) - Box Culvert Replacement	-	200,000	250,000	-	-	200,000
	P	2016-12	CTH EB (Larsen Rd Intersection) - Recondition	-	-	400,000	-	-	250,000
	P	2016-12	CTH EB (STH 54 to Larsen) - CPR-Concrete Pymnt Repair	-	-	-	610,000	-	400,000
	P	2017-4	CTH J/Lakeview D (Lineville Rd to Harbor Lights Rd) - Recondition	-	-	-	300,000	-	610,000
	P	2017-6	CTH HS/Velp (Riverview to Glendale) - CPR Concrete Pavement Repair	-	-	507,400	500,000	-	2,004,800
	P		Preliminary Costs Future Highway Projects	-	497,400	-	-	-	300,000
			<b>Planning, Development, &amp; Transportation Total</b>	<b>9,272,467</b>	<b>6,995,957</b>	<b>5,123,393</b>	<b>9,342,925</b>	<b>4,007,947</b>	<b>34,742,689</b>
<b>Total Capital Projects Outlook - Non-Bonding Requests</b>									
				11,485,983	7,745,957	5,342,068	9,342,925	4,007,947	37,924,880
<b>Grand Total All Requests</b>									
				<b>24,457,396</b>	<b>16,687,112</b>	<b>17,217,430</b>	<b>24,790,925</b>	<b>27,742,947</b>	<b>110,895,810</b>

\* If the Brown County Jail were to reach full capacity, the cost of a new pod would be roughly \$20 million.

# Brown County, WI

## 2013 Refunding Issues

Created for Administration and Executive Committees

July 30, 2013

Public Financial Management, Inc.  
115 South 84<sup>th</sup> Street, Suite 315  
Milwaukee, WI 53214  
414-771-2700  
414-771-1041fax  
[www.pfm.com](http://www.pfm.com)



**The PFM Group**

Public Financial Management, Inc.  
PFM Asset Management LLC  
PFM Advisors

# 2013 Refunding Issues



The County has three issues that can be refunded at lower rates during 2013 without penalty.

Date of Issue	Type of Obligation	Amount Issued	Final Maturity	Interest Rates Outstanding	Principal Refunded	Call Date
03/28/2003	Taxable Refunding, Series 2003	\$ 11,565,000	11/01/2022	5.25% - 5.55%	\$ 9,090,000	11/01/2013
09/01/2003	Bonds, Series 2003A (AMT)	6,000,000	11/01/2022	4.10% - 5.00%	3,880,000	11/01/2013
09/01/2003	Bonds, Series 2003B	5,360,000	11/01/2018	3.70% - 4.20%	1,945,000	11/01/2013

While there are three issues that can be refunded for savings, one is totally supported by airport revenues.

# No. 1 – Taxable G.O. Refunding Bonds



Below is the estimated savings by refunding the 2003 Taxable issue with a level savings structure.

Existing 2003 Taxable				Estimated 2013 Tax. Refunding			Est. Savings
Year	Principal	Interest	Total	Principal	Interest	Total	
2014	590,000	497,773	1,087,773	705,000	236,548	941,548	146,224
2015	675,000	467,093	1,142,093	775,000	216,580	991,580	150,513
2016	765,000	431,993	1,196,993	840,000	208,443	1,048,443	148,550
2017	870,000	391,830	1,261,830	920,000	195,423	1,115,423	146,408
2018	980,000	343,545	1,323,545	995,000	177,483	1,172,483	151,063
2019	1,100,000	289,155	1,389,155	1,085,000	155,095	1,240,095	149,060
2020	1,225,000	228,105	1,453,105	1,180,000	125,800	1,305,800	147,305
2021	1,365,000	160,118	1,525,118	1,285,000	91,580	1,376,580	148,538
2022	1,520,000	84,360	1,604,360	1,405,000	49,175	1,454,175	150,185
Total	9,090,000	2,893,970	11,983,970	9,190,000	1,456,126	10,646,126	1,337,844

# No. 2 – AMT G.O. Refunding Bonds



Below is the estimated savings by refunding the 2003 AMT issue with a level savings structure.

Existing 2003 AMT				Estimated 2013 AMT Refunding			Est. Savings
Year	Principal	Interest	Total	Principal	Interest	Total	
2014	350,000	184,328	534,328	395,000	92,295	487,295	47,032
2015	360,000	169,278	529,278	400,000	83,623	483,623	45,655
2016	385,000	153,438	538,438	415,000	79,623	494,623	43,815
2017	400,000	136,113	536,113	420,000	73,605	493,605	42,508
2018	425,000	117,513	542,513	430,000	65,835	495,835	46,678
2019	450,000	97,325	547,325	445,000	56,590	501,590	45,735
2020	485,000	75,500	560,500	470,000	45,020	515,020	45,480
2021	500,000	51,250	551,250	475,000	31,860	506,860	44,390
2022	525,000	26,250	551,250	490,000	16,660	506,660	44,590
Total	3,880,000	1,010,993	4,890,993	3,940,000	545,110	4,485,110	405,882



## No. 3 – G.O. Refunding Bonds

Below is the estimated savings by refunding the 2003 issue with a level savings structure.

Existing 2003			Estimated 2013 Refunding			Est. Savings
Year	Principal	Interest	Total	Principal	Interest	Total
2014	355,000	77,960	432,960	385,000	26,347	411,347
2015	375,000	64,470	439,470	395,000	22,328	417,328
2016	390,000	49,845	439,845	400,000	18,773	418,773
2017	405,000	34,245	439,245	405,000	13,973	418,973
2018	420,000	17,640	437,640	405,000	7,695	412,695
Total	1,945,000	244,160	2,189,160	1,990,000	89,115	2,079,115
						110,045

# Schedule



Below is the proposed schedule for the three (3) refunding bond issues.

Action	Date
Board approves three (3) Initial Authorizing Resolution	08/21/2013
Rating Call with Moody's	09/04/2013
Rating received by Moody's	09/11/2013
Preliminary Official Statement distributed to potential bidders	09/11/2013
Day of Sale - Board awards the Bonds to the three (3) best bidders	09/18/2013
Closing - money is wired to the County	10/09/2013
The three (3) bond issues are prepaid in full to DTC	11/01/2013



August 21, 2012

THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF  
NOT TO EXCEED \$1,990,000 GENERAL OBLIGATION CORPORATE PURPOSE  
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, not to exceed \$1,990,000 General Obligation Corporate Purpose Refunding Bonds, in one or more series, to refinance certain maturities of the County's \$5,360,000 General Obligation Corporate Purpose Bonds, Series 2003B dated September 1, 2003.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said bonds and shall prepare or cause to be prepared an Official Statement pursuant to SEC Rule 15c2-12.

Adopted: August 21, 2013.

Respectfully submitted,

EXECUTIVE COMMITTEE  
ADMINISTRATION COMMITTEE

**Fiscal Note:**

This resolution does not require an appropriation from the General Fund. The refunding is expected to save over \$100,000 in debt service costs over five years and will be reflected in the 2014 budget.

APPROVED BY:

\_\_\_\_\_  
Troy Streckenbach  
Brown County Executive

Date Signed: \_\_\_\_\_

APPROVED BY CORPORATION COUNSEL

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:          Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

August 21, 2012

THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF  
NOT TO EXCEED \$3,940,000 GENERAL OBLIGATION AIRPORT IMPROVEMENT  
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, not to exceed \$3,940,000 General Obligation Airport Improvement Refunding Bonds, in one or more series, to refinance certain maturities of the County's \$6,000,000 General Obligation Airport Improvement Bonds, Series 2003A dated September 1, 2003.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said bonds and shall prepare or cause to be prepared an Official Statement pursuant to SEC Rule 15c2-12.

Adopted: August 21, 2013.

Respectfully submitted,

EXECUTIVE COMMITTEE  
ADMINISTRATION COMMITTEE

**Fiscal Note:**

This resolution does not require an appropriation from the General Fund. The refunding is expected to save over \$400,000 in debt service costs over nine years and will be reflected in the 2014 budget.

APPROVED BY:

\_\_\_\_\_  
Troy Streckenbach  
Brown County Executive

Date Signed: \_\_\_\_\_

APPROVED BY CORPORATION COUNSEL

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:          Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

August 21, 2012

THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF  
NOT TO EXCEED \$9,190,000 TAXABLE GENERAL OBLIGATION  
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, not to exceed \$9,190,000 Taxable General Obligation Refunding Bonds, in one or more series, to refinance certain maturities of the County's \$11,565,000 Taxable General Obligation Refunding Bonds, dated March 28, 2003.

BE IT FURTHER RESOLVED that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said bonds and shall prepare or cause to be prepared an Official Statement pursuant to SEC Rule 15c2-12.

Adopted: August 21, 2013.

Respectfully submitted,

EXECUTIVE COMMITTEE  
ADMINISTRATION COMMITTEE

**Fiscal Note:**

This resolution does not require an appropriation from the General Fund. The refunding is expected to save over \$1,000,000 in debt service costs over nine years and will be reflected in the 2014 budget.

APPROVED BY:

\_\_\_\_\_  
Troy Streckenbach  
Brown County Executive

Date Signed: \_\_\_\_\_

APPROVED BY CORPORATION COUNSEL



BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:          Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** August 21, 2013  
**REQUEST TO:** Brown County Board of Supervisors  
**MEETING DATE:** August 21, 2013  
**REQUEST FROM:** Brent Miller  
Director of Administration

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Initial Resolution General Obligation Airport Improvement Refunding  
Initial Resolution General Obligation Corporate Purpose Refunding  
Initial Resolution Taxable General Obligation Refunding

**ISSUE/BACKGROUND INFORMATION:**

Given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation.

**ACTION REQUESTED:**

Approve the Initial Resolutions

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? Savings of over \$1,500,000 over 9 years
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? Debt Service
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

August 21, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**CHILD SUPPORT AGENCY**  
**CHILD SUPPORT SPECIALIST - ENFORCEMENT**

WHEREAS, the Brown County Child Support Agency, in partnership with the Bureau of Child Support and Kenosha County Child Support, are representatives of one of eight states that have been awarded a national grant through the Office of Child Support Enforcement; and

WHEREAS, this grant is designed to study the impact of intensive case management with regard to employment, parenting, domestic violence and expedited child support services on a non-paying, non-custodial parent's ability to pay child support; and

WHEREAS, the Child Support Agency currently has 14.00 FTE Child Support Specialist – Enforcement positions; and

WHEREAS, the Human Resources department in conjunction with Child Support have reviewed the duties and requirements to execute this grant as well as the workload of current department staff; and

WHEREAS, the Human Resources department in conjunction with Child Support recommend the addition of 1.00 FTE Child Support Specialist – Enforcement to successfully fulfill the requirements of this grant opportunity; and

WHEREAS, this grant award provides 100% funding of salary and fringe benefits for a 1.00 FTE Child Support Specialist – Enforcement. Should the funding be eliminated, the position will end and be eliminated from the Child Support table of organization; and

WHEREAS, this grant will span over five (5) years starting in 2013 through December 31, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Child Support table of organization be changed adding 1.00 FTE Child Support Specialist – Enforcement.

BE IT FURTHER RESOLVED, the salary and fringe benefits for this position are 100% grant funded. Should the funding be eliminated, the position will end and be eliminated from the Child Support table of organization.

BE IT FURTHER RESOLVED, this grant will span five (5) years beginning in 2013 through December 31, 2017.

**Partial Budget Impact (08/25/13 – 12/31/13):**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Child Support Specialist – Enforcement	1.00	Addition	\$13,615	\$7,635	\$21,250
<b>Partial Budget Impact</b>			\$13,615	\$7,635	\$21,250

**Annualized Budget Impact:**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Child Support Specialist – Enforcement	1.00	Addition	\$39,322	\$21,893	\$61,215
<b>Annualized Budget Impact</b>			\$39,322	\$21,893	\$61,215

\*This position will be 100% grant funded.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
Troy Streckenbach, County Executive

Date Signed: \_\_\_\_\_

Authored by: Human Resources

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_      Defeated \_\_\_\_\_      Tabled \_\_\_\_\_

## TABLE OF ORGANIZATION CHANGE REQUEST

Department: Brown County Child Support Agency

Contact: Maria Lasecki

Briefly explain requested table of organization change:

Brown County Child Support, in partnership with the Bureau of Child Support and Kenosha County Child Support, has been one of 8 states that were awarded a national grant thru the Office of Child Support Enforcement. This grant will span over 5 years (we are in year 1). The grant has been designed to study the impact of intensive case management with regard to employment, parenting, domestic violence and expedited child support services on a nonpaying noncustodial parent's ability to pay current support. Thru the grant, it is necessary to dedicate one full time Child Support Enforcement and Outreach Specialist (37.5 hours per week) within the local agency to the perform the child support work (referrals, enrollment, coordination of services and monitoring) required. This request necessitates a change in our department's table of organization to add this funded position.

If **DELETING** a current position, fill in the following information:

Job Title as stated in current Table of Organization: \_\_\_\_\_

Hourly Pay Rate: \$ \_\_\_\_\_ Annual Hours: \_\_\_\_\_ FTE: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_  
(Administrative only)

If adding a **NEW** position, fill in the information and answer the questions below:

Job Title: Child Support Enforcement and Outreach Specialist \_\_\_\_\_

Hourly Pay Rate: \$20.17 \_\_\_\_\_ Annual Hours: 1950 FTE: 1 \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_  
(Administrative only)

Is this position grant funded? X Yes ☐ No (If yes, attach a copy of the grant.)  
Are benefits covered by the grant? X Yes ☐ No

Are the duties of this position mandated? X Yes ☐ No

1. What caused the increase in duties to justify adding this position?

The workload (volume as well as type of work) is such that it could not possibility be assimilated into the duties of existing staff. Further, the grant necessitates that one point of contact for reporting purposes to the state as well as the monitoring agency be established by each county.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

Some of the mandated enforcement duties are currently being performed by Enforcement Specialists however the child support program does not currently screen for domestic violence, refer participants for parenting class with Forward Services or engage noncustodial parents in monitored work search endeavors or job placement by coordinating seamless services with partnering agencies such as Forward Services. The grant is a shift in paradigm whereby the child support agency, thru enforcement endeavors, will no longer function as solely a debt collection agency. Rather, this grant affords the agency the ability to work collectively with the noncustodial parent in conjunction with community organizations also funded to problem-solve their inability to remain current with child support payments owed. This work is unprecedented in Wisconsin although other states have seen great success using a similar approach. In the end, the focus and goals are multi-faceted-which, too, is a substantial change in operations. Ultimately, current and sustainable support payments are a goal however in addition, and thru the work of the grant, actively involved parenting and the building of positive parent/child relationships are sought as outcomes. This engagement in the lives of their children has proven to strengthen a parent's willingness and obligation to financially contribute. Such work requires staff time.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.

Meetings have been conducted for over a year now relevant to the successful planning and execution of this grant. The work is not possible without the addition of 1 FTE. The grant will also fund 1.25 positions with Forward Services and .5 with Family Services.

4. What service(s) would be reduced or eliminated if position is not created?

The grant would not be possible to participate in.

5. Please list the qualifications or combined education and experience for an individual filling this position.

Education and experience necessary to be successful in this role include a minimum of 2 years' experience as a Child Support Specialist which also necessitates a high School Diploma, plus two years of legal office experience preferably in family law field; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: Tom Smith

Date: 6/21/13

Comments: The current grant has already been approved, and funding is immediately available for this position. Although the request is for an enforcement and outreach specialist, the duties are the same as the current enforcement positions. I recommend that the position be authorized as an Enforcement Position, rather than creating a new position title. The grant does provide funds to fill the position, with both salary and fringe. So:

Whereas, Brown County Child Support, in partnership with the Bureau of Child Support and Kenosha County Child Support, are representatives of one of eight states that were awarded a national grant thru the Office of Child Support Enforcement.

Whereas, the current staff cannot maintain their current workload, while performing the requirements of the grant;

Resolve that the current table of organization for child Support be changed to increase the Child Support Specialist - Enforcement from 14 FTE to 15 FTE.

Fiscal impact:

Partial Year (2013 Fringe)	Aug 25-Dec 31	Salary \$13,615	Fringe \$ 7,635	Total \$21,250
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Annual Amount (2014 Fringe)		Salary \$39,322	Fringe \$21,893	Total \$61,215
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(Wage maintained at current Enforcement Rates)

Are you in agreement with the department's new position/reclassification request? ☒ Yes ☐ No

Pay Table: \_\_\_\_\_ Tentative Grade Placement: \_\_\_\_\_ Tentative Step: \_\_\_\_\_

Reviewed/Approved by: \_\_\_\_\_  
(HR Manager Signature) (Date)



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Eaton, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Eaton established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Eaton directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Eaton fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,826.40	\$913.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,826.40)	(\$913.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Eaton.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Eaton understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Eaton understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Eaton understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Eaton herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Eaton or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Eaton or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Irvin Saharsky, Town of Eaton Chairman**

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**Date**

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**Sandra L. Juno, Brown County Clerk**

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**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Glenmore, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Glenmore established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Glenmore directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Glenmore fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,357.20	\$678.60
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,357.20)	(\$678.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Glenmore.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Glenmore understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Glenmore understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Glenmore understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Glenmore herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Glenmore or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Glenmore or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Rick Loppnow, Town Chairman**

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**Date**

---

**Sandra L. Juno, Brown County Clerk**

---

**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Green Bay, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Green Bay established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Green Bay directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2,456.40	\$1,228.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$2,456.40)	(\$1,228.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
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SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
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KASTER	16			
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CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Green Bay.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Green Bay understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Green Bay understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Green Bay understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Green Bay herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Green Bay or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Green Bay or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Lee De Champs, Town of Green Bay Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Holland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Holland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Holland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Holland fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,832.40	\$916.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,832.40)	(\$916.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
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EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Holland.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Holland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Holland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Holland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Holland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Holland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Holland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Jerome Wall, Town of Holland Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Humboldt, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Humboldt established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Humboldt directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Humboldt fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,570.80	\$785.40
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,570.80)	(\$785.40)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Humboldt.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Humboldt understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Humboldt understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Humboldt understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Humboldt herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Humboldt or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Humboldt or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Steve Dart, Town of Humboldt Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Lawrence, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Lawrence established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Lawrence directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Lawrence fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$5,299.20	\$2,649.60
<b>Expense-Clerk Typist I (LTE)</b>	(\$5,299.20)	(\$2,649.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Lawrence.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Lawrence understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Lawrence understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Lawrence understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Lawrence herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Lawrence or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Lawrence or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**John Klasen, Town of Lawrence Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Morrison, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Morrison established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Morrison directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Morrison fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,916.40	\$958.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,916.40)	(\$958.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Morrison.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Morrison understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Morrison understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Morrison understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Morrison herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Morrison or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Morrison or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Kevin Collins, Town of Morrison Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR  
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of New Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of New Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of New Denmark directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of New Denmark fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1,862.40	\$931.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$1,862.40)	(\$931.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of New Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of New Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of New Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of New Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of New Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of New Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of New Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**William Krueger, Town of New Denmark Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Pittsfield, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Pittsfield established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Pittsfield directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Pittsfield fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$3,157.20	\$1,578.60
<b>Expense-Clerk Typist I (LTE)</b>	(\$3,157.20)	(\$1,578.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Pittsfield.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Pittsfield understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Pittsfield understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Pittsfield understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Pittsfield herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Pittsfield or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Pittsfield or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Keith Deneys, Town of Pittsfield Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Rockland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Rockland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Rockland directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Rockland fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2,082.00	\$1,041.00
<b>Expense-Clerk Typist I (LTE)</b>	(\$2,082.00)	(\$1,041.00)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Rockland.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Rockland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Rockland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Rockland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Rockland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Rockland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Rockland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Dennis J. Cashman, Town of Rockland Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR  
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Wrightstown, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Wrightstown established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Town of Wrightstown directs their Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Wrightstown fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2,677.20	\$1,338.60
<b>Expense-Clerk Typist I (LTE)</b>	(\$2,677.20)	(\$1,338.60)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Wrightstown.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Wrightstown understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Wrightstown understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Wrightstown understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Wrightstown herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Wrightstown or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Wrightstown or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**William R. Verbeten, Town Chairman**

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**Date**

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**Sandra L. Juno, Brown County Clerk**

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**Date**

August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Denmark directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Denmark fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2,552.40	\$1,276.20
<b>Expense-Clerk Typist I (LTE)</b>	(\$2,552.40)	(\$1,276.20)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Village of Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Village of Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Village of Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Village of Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Gregory Mleziva, Village President**

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**Date**

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**Sandra L. Juno, Brown County Clerk**

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**Date**



August 21, 2013

**RESOLUTION SUPPORTING THE 2014-2015 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Pulaski, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Pulaski established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2014 and 2015; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the

costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.30 per person for each election.

THEREFORE, the Village of Pulaski directs their President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Pulaski fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2014-2015 Agreement Brown Co.</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$3,987.60	\$1,993.80
<b>Expense-Clerk Typist I (LTE)</b>	(\$3,987.60)	(\$1,993.80)
<b>2014-2015 Agreement Shawano Co.</b>	<b>2014 – Four Elections</b>	<b>2015 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$261.60	\$130.80
<b>Expense-Clerk Typist I (LTE)</b>	(\$261.60)	(\$130.80)

This resolution does not require an appropriation from the general fund.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:**

\_\_\_\_\_  
**Troy Streckenbach, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE	13			

SUPERVISORS NAME	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYKE	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR.	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Pulaski.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Pulaski understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Pulaski understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Pulaski understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Pulaski herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2014 through December 31, 2015. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Village of Pulaski or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Village of Pulaski or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Reed Woodward, Village President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sandra L. Juno, Brown County Clerk**

\_\_\_\_\_  
**Date**

## Giannunzio\_TG

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**From:** Ryan Lokken <lokkenryan@gmail.com>  
**Sent:** Wednesday, July 10, 2013 1:20 PM  
**To:** Giannunzio\_TG  
**Subject:** Website Content

Hello Ms. Giannunzio,

My name is Ryan Lokken, and I'm a writer living in De Pere. I'm always in search of interesting projects to work on, and as I was navigating the Brown County Board website, I found many opportunities for additional content that would benefit individuals visiting your pages and various links. Specific to this observation would be a biographical sketch that personalizes each member/supervisor on the board for his/her constituents, as well as detailed summaries that outline the function for each of the six standing committees and their respective subcommittees.

As a resident, I would love to help with this on a completely voluntary basis. Research and writing are passions of mine, and if I can use my skills to help out my community, it's even more rewarding to me.

Please feel free to contact me via email ([lokkenryan@gmail.com](mailto:lokkenryan@gmail.com)) or phone (920-530-9593), and we can develop a plan that will help keep residents and visitors updated and informed about municipal/district government and recreational news relevant to Brown County.

I look forward to hearing from you.

Thank you,  
Ryan Lokken